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MEETING MINUTES

January 24, 2008

A meeting of the Idaho Statewide Interoperability Executive Council (SIEC) was held on this date at Gowen Field Building 440 Room 276. Chair Lockwood called the meeting to order. Attendees and guests introduced themselves. A full quorum was present.

Members Present:

- Chair, R. Mark Lockwood, Idaho Chiefs of Police Association
- Vice-Chair, Lorin Nielsen, Idaho Sheriffs Association
- Marv Hagedorn, Idaho House of Representatives
- Michael Candelaria, United States Dept. of Interior
- Dia Gainor, Idaho Department of Health and Welfare
- Dean Hagerman, Idaho National Guard - Proxy for Art Keen
- Mary Halverson, Bureau of Homeland Security
- Greg Laragan, Idaho Transportation Department
- Shawn Larsen, Association of Idaho Cities – via telephone bridge
- Jerry Russell, Idaho State Police
- Steve Steiner, Proxy for Bill Shawver, Bureau of Homeland Security
- Joe Young, Idaho Association of Counties
- Mark Wendelsdorf, Idaho Fire Chiefs Association
- Chris Wright, Fish and Game - Proxy for Jon Heggen
- Gayle Alvarez, Idaho Military Division
- Bruce Bowler, Madison County
- Russell Bundy, Ada County Sheriff's Office
- Dodie Collier, Project Manager
- Lorraine Elfering, Canyon County Sheriff
- Ed Emmel, City of Boise
- Bryan Grover, Central Fire District
- Todd Herrera, Canyon County Sheriff's Office
- Matt Howarth, Motorola
- Bryan Kaufman, Madison County Sheriff's Office – via telephone bridge
- Craig Kingsbury, Nampa Police
- Tom Kyle, Alster Communications
- Mike Miller, Jefferson County Sheriff
- Greg Newberry, White Cloud Communications
- Kirby Ortiz, Gem State Communications
- Jeff Parker, Public Safety Communications
- Lex Rutter, GEO-Communications
- Les Shadduck, Retired
- Representatives from INL – via telephone bridge
- Representative from Bonneville County Sheriff's Office – via telephone bridge

Others Present:

Review & Approve Minutes—Chair Lockwood

Lockwood asked for a review of the December minutes.

Motion: Gainor moved that the December minutes remain in draft form until John Parker could report back on the question raised. Nielsen seconded the motion. The motion passed by a unanimous vote.

2008 SIEC Brief to the Idaho Legislature, Mark Lockwood

A presentation was made to the Legislature on the 16th of January; the information presented was included in the SIEC council members' packets. The presentation went very well and a special thank you was extended to Dodie Collier for all her efforts.

Lockwood then turned the floor over to Collier for additional information. She reported that Senator Davis asked about measurable outcomes; when will all the planning and assessing results be known? Collier then introduced Steve Steiner who is the new director of Interoperable communications. He and Col Shawver will be going before JFAC regarding this and other matters. SIEC will dovetail with the Military Division in addressing Senator Davis' questions. Hagedorn added some comments from a legislature point of view. There are new people involved every two years and more often than not they have no concept of bandwidth, interoperability, frequencies, and so forth. All of our briefs need to have the basic concepts such as, here is where we are and here is where we want to go. Then we need to set the objectives of what we need to do to get there. Measurable items need to be measured against the objectives we have set; i.e., how far along are we in getting a certain county up to 700 MHz and what more is it going to take to make it happen? That type of presentation makes more sense to them as they are totally inundated with information from everywhere; gillnetting, lava flows, etc. You just can't absorb everything. We need to keep it simple; here is the objective; here is how we are measuring up to it. In addition, users need to contact their own representatives so they understand its importance to the local users. They don't see the Council affecting their needs. Lockwood thanked Hagedorn for his comments, they will be a great help.

Hagerman suggested that the time to talk to the legislators is between sessions as they are inundated at present.

Larsen asked if there was any pending legislation affecting the SIEC. Collier replied that the "Sunset clause" is the only items she is aware of and asked Steiner for more information. Steiner stated that he knows Col Shawver is working to get it repealed, no further information is available at this time. (Update: this piece of legislation has been tabled until the 2009 session)

SIEC Technical Subcommittee Update, Approved plans, Assessment update, Lorin Nielsen, Chair

Nielsen stated that three plans have been received, those being Franklin, Payette and Lemhi counties. Franklin and Payette counties are good; Lemhi didn't understand all the requirements in the plan. The subcommittee is working with them in that regard. He recommended that the council approve Franklin and Payette counties plans.

Motion: Nielsen moved that the plans of Franklin and Payette County be approved. Wendelsdorf seconded the motion. The motion passed by a unanimous vote.

Nielsen then turned the floor over to Collier to discuss the Needs Assessment.

Collier reported that the CTA assessment is finishing the last two regions of the state this week and next; South Central region this week and South West region next week. They are working with the BHS Area Field Officers. She is currently following up on the meeting locations and will disseminate that as needed. CTA is gathering very valuable information for all entities - the SIEC, E911, Public Safety Communications, the Military Division - all those in the interoperability realm. Lockwood reported that CTA is on schedule, possibly even ahead of schedule and will be providing a very good product. Collier also reported that duplicity is being closely watched so we maximize our dollars.

Hagedorn asked if there was an overall plan such as where we want to be say ten years from now. Collier replied yes, it is in the I-C-A-Win document. Hagedorn asked if it would then be possible to take what CTA does and compare it with that. Collier replied yes.

Laragan asked how information from state agencies is obtained other than from the local units of government. Collier replied that the state agencies are 'at the table' as are some of the microwave service technicians. She then deferred to John Parker for more information on the process for state agency participation.

Lockwood then turned the floor over to Steve Steiner, BHS Deputy Director of Interoperable Communications, to introduce himself. Steve had been with ITD for 12 years and has over 30 years in communications including time in the military and with Motorola. Steve is working with Collier, Parker and Goldsmith to create a statewide plan for state agencies to communicate. He has been working for the past two years with BHS's Pat Frischmuth on the Broadband EOC project and is in the process of acquired grants totaling close to \$4M. The goal is to combine that with the efforts of the SIEC, E911 and John Parker's group into a Strategic Plan, hopefully within the next two months, to come up with the partnerships to make this work. Spending time limits are a factor as well. It will be a collaborative efforts and the plan is to keep everybody apprised as things progress. The Microwave backbone will be upgraded this year and there is a commitment to put out some 700 MHz trunk radio system sites. There are preliminary plans in place and it is believed that these goals can be accomplished this year. The plan is to come back to you with communication options within your budgets.

Lockwood asked which regions would be bolstered with the currently available PSIC monies. Steiner reported that the state has been divided into three regions. ITD districts one and two are Region One, ITD districts three and four are Region Two and ITD districts five and six are Region three. Most of the PSIC monies are focused on Region three with some on Region two. We don't want to 'shotgun' 700 MHz across the state and leave communication gaps. We plan to blanket a region and then progress across the state. The same process will be done with the Microwave. Southeast Idaho is a high priority and we have the opportunity to partner with the state of Wyoming on a tower site. We want to leverage all the assets to help as many as possible. Once the backbone is in place this summer we will start working from the Montana/Wyoming border and move across the state. High speed connectivity to each of the counties is another issue. We will propose putting spurs off of the microwave into each of the counties and provide 10 MB of bandwidth as well as T1's that are needed for the master switch. Budgets and partnerships are a key component.

Russell noted that broadband connectivity is fairly available at most of the school districts in the state. Can we partner with the education system in that regard? Steiner replied that we are using the existing EOC county networks in partnership with the Idaho State Police and Idaho Military

Division. It isn't broadband but it's a start to show the concept. Communications need dual paths to critical areas as some networks go down from time to time. If the education system has the connectivity, we need to try and leverage those connectivity's. Microwave has been reliable for thirty plus years which is why we are looking at both to make the connectivity. We have the technology in place to do this, we just need the cooperation and collaboration not just in Idaho but from other states as well.

Regional Planning Committee Update, Plan revision, Nikki Jansen for Bart Hamilton – Chair

There were some changes made with the regional adjacent RPC. RPC Reps names and numbers have been updated and anything that dealt with wideband data has been removed. We will meet the FCC deadline of January 31st. This is the first step in a two step process. It was sent out early this week to the adjacent state RPC's for their approval and it will go forward to the FCC on the 31st.

Lockwood commented about the auction on broadband coming up at the end of this month. There is a lot of complexity involved and the private sector is starting to appear reluctant. There is an International Wireless Communications Expo next month in Las Vegas; the information is included in the packets. There is funding available to send Collier and one or two other Council members. Cost will run approximately \$1500-\$2000 each. There should be a lot of good information presented including new information regarding the ISSI and the FCCs auction; the deadline for best price is 25 January. Interested Council members can contact Collier.

2008 SIEC Action Planning, Mark Lockwood

As we began work on the report to the state legislature, I took a look at the omnibus budget at the federal level. There is a great deal of funding for special projects for many of the states, two projects were Idaho related. ISP and the Board of Corrections were able to obtain funding for interoperability communications. We as a Council should try and tap into the federal funding. There is a deadline of August 2008. I would like to see us create a product we can take to the Governor of Idaho, the state legislature and the Congressional delegation and say this is what we have accomplished and we need money to be able to continue to progress. We need something in a short term planning stage that we can accomplish to show measurement and that we are moving forward. We need a roadmap, a Strategic plan. Our Concept document and I-C-A-WIN has led us for a number of years we need to move from concept to a plan/design build product which delivers a statewide interoperable communications system. Lockwood then presented a PowerPoint presentation detailing his ideas.

Step I - Goal: Update the I-C-A-WIN document. A goal without a plan to achieve it is only a wish!

Last year this document was updated but today lacks information concerning the many projects that are being developed across the state. The document must provide a current estimate on infrastructure.

Step I - Action

Current I-C-A-WIN document should become Volume One. We should consider creating Volume Two of the I-C-A-WIN. This volume to contain brief overview of Volume I. Will contain current infrastructure across the state including all municipal, county, state, tribal and federal assets which are or can be tied to the backbone.

Volume Two: Combines the PSIC and other granted projects which will be completed over the next two years. This information to be obtained from the PSIC Grant Plans and County Plans. Volume Two: Provides regional and state maps of infrastructure. This information can be obtained from Venders, County Plans and PSIC Grant Plans, etc.

Combine information from the RFP to the plan as it becomes available over the next year. Contract the original writer of this document to work with the Technical Sub Committee to develop and write Volume II of the I-C-A-WIN Plan Document.

Step II - Goal

Goal: Update the current status of interoperable communications projects across the state and for the coming year. Provide a dollar estimate for remaining statewide infrastructure utilizing State sites.

Step II Action

Have the SIEC Technical Sub-Committee work with the State of Idaho Public Safety Radio Division to perform the following tasks; Update the status of all projects throughout the state by utilizing the County Comm. Plans and PSIC Granted Projects. This will provide a good picture of the current status and that which will be accomplished in the next two years.

Provide a dollar estimate for the remaining infrastructure statewide using existing State Sites. Dollar estimate will be current and something that the council and legislature can get their arms around. Add the information from the RFP to this plan as it becomes available over the next year so plan remains current and provides a tiered approach to a Design Build Project for the statewide system. Due date for Technical Sub-Committee April/May 2008.

Step III – Goal

Develop Outreach Program to brief all Users, the Governor, Legislature and Congressional Delegation.

Step III - Action

Have the Outreach Sub-Committee work in conjunction with Tech Committee to develop Marketing Plan. Marketing Plan to be presented to State Associations, the Governor, Legislature and Congressional Delegation over summer of 2008. Due date for Outreach Sub-Committee April/May 2008.

Step IV - Goal

Develop a plan to pursue Federal Appropriation and any One Time Idaho Surplus Monies and Legislative Project Funding.

Step IV – Action

Finance Sub-Committee to review and develop criteria for submission of a Federal Appropriation. Finance Sub-Committee to develop plan to pursue Federal Appropriation, One Time Idaho Surplus Monies and or Legislative Project Funding. Due date April/May 2008 in order to submit in August 2008.

Step V - Goal

Contact remaining Ten Counties that have not submitted a County Communications Plan.

Step V - Action

Have the SIEC Chair, Vice-Chair and Project Manager develop an instrument to contact remaining counties. From this contact develop plan to have remaining counties engage in the Statewide Interoperable Process. Provide assistance to remaining counties to develop a County Communications Plan that meets the needs of their county. Due date April/May 2008. (Young stated that he feels that the remaining ten counties will submit their plans this year. He can provide more information after the February meeting.)

The Council discussed the presentation at length. The ideas presented will require a lot of effort on a number of fronts; some of it may need to be contracted out. Lockwood asked Steiner to get with Colonel Shawver regarding the availability of assets from the Military Division and BHS for support.

Gainer asked a follow up question of, to what extent is the interoperable communications directorate an administrative arm of this process or is it strictly a technical body? In addition, can a presentation be made in a future meeting as to the scope of operations; how we interface with the new organization. What is the intended role and interface with this Council. Steiner replied that until the Public Safety Communication Governance Council meets he won't have an answer. It is that Council that he reports to; after they meet, he can better explain what the roles will be. The SIEC is parallel with everything being looking at as is the E911. Nobody is going down a separate path; we are working to get all the partners to come together to make things happen.

Collier reported that there are funding and other resources available for SIEC's strategic planning. Collier recommended determining what the SIEC needs and what internal resources are available before contracting for services.

Russell commented that we need to be prepared to discuss this from a recession aspect. What would be our plan if there were a 5 or 10% reduction in funding, what can we cut back on?

Halverson mentioned that the Tribes need to be included in the process and any future presentations should read Counties/Tribes.

Russell also commented that the I-C-A-Win and the Strategic Plan are basically two separate pieces.

The Council concurred to have Nielsen and the Technical Sub-Committee conduct the first phase of the process, that being the overview of the grants; specifically, that item discussed in Step II Action in Lockwood's presentation. The due date for Technical Sub-Committee is end of April 2008.

Russell also asked that a timeline/blue print be compiled and sent out prior to the next meeting laying out where the subcommittees start, where the Council wants to be, what the component parts are that need to be discussed, so we can then discuss the concept and feasibility. It was also asked that it include available resources and needed assets. Collier will work the issue and try and get a draft sent out for review prior to the next meeting.

Lockwood also charged the Funding Subcommittee to begin research for federal appropriations, specifically, what are the timelines and what does the package need to contain.

Bowler asked when will the users have access to the information, what will be the process of getting that information back to the user. Collier replied that the information gathered around the state will be on the CTA / Idaho website accessible through the county emergency managers. Passwords for users are set and are being disseminated to the county emergency managers.

Lockwood opened the meeting for open comments.

Laragan asked about the OPE report status. Collier stated that they requested additional detailed information and it is being submitted to them. OPE plans to report findings to the Legislature March 2008; the SIEC may or may not be able to review prior to presentation.

Planning for next meeting February 28, 2008, Boise – Gowen Field, Bldg 440, Room 276

A number of Council members have many upcoming commitments, thus the February meeting may change. Council members will let Collier know their schedules and a determination will be made in the near future.

UPDATE: FEBRUARY MEETING CHANGED TO THURSDAY THE 21ST, SAME TIME, LOCATION.

Adjourn

Motion: Nielsen made a motion to adjourn, seconded by Laragen. The motion passed by a unanimous vote.